


**Office of Secure Transportation**

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**Directive Memorandum: DM 6.03A**

MEMORANDUM FOR: OST Federal and Contractor Staff

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SUBJECT: Classified Matter Protection and Control Training and Program Requirements

This Directive Memorandum establishes security training and program requirements for the protection and control of classified matter within the Office of Secure Transportation (OST) as required by DOE M 470.4-4A *Information Security Manual*. The OST Classified Matter Protection and Control (CMPC) Supplemental Information and Guidance, found on the OST-Web, provides additional implementation information.

CMPC educational requirements are identified for initial and refresher instruction for basic awareness, general user, and custodian and Accountable Classified Removable Electronic Media (ACREM) custodians.

Initial basic awareness education is designed for individuals who must be able to identify unprotected classified matter and know the associated reporting requirements. Initial basic education will be provided using presentation media at the user's desk. Refresher education is provided and documented by the National Nuclear Security Administration Service Center during the annual Safeguards and Security Awareness briefings.

Federal Agent (FA) Recruits are required to complete initial CMPC general user training during Agent Candidate Training Administrative Week. FAs and others identified as general users are required to receive CMPC general user training/education on a recurrent basis, not to exceed 30 months.

Custodians must receive initial education prior to getting the combination to a safe, vault, or vault-type room. Refresher education will occur on a recurrent basis, not to exceed 30 months. Managers may request CMPC training at any time.

ACREM Custodians shall receive initial training prior to being designated as an ACREM Custodian. Refresher training will occur on a recurrent basis, not to

*Note: DM 6.03, Classified Matter Protection and Control Training and Program Requirements has been superseded.*

exceed 24 months. The complete OST ACREM Program requirements are on the OST-Web.

Individual's hand-carrying classified matter must be identified by their Branch Chief annually and receive training specific to hand-carrying. The details of the OST Hand Carry Program are on the OST-Web.

Lesson plan content shall be per order; lesson plans and briefing format shall be per OST Training SOP 3.08.01. Completed training is documented in the Qualifications Training System.

Failure to complete required initial/refresher education will result in the loss of custodial or hand-carry rights and may result in an Incident of Security Concern.